# Vivek Rana

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## EDUCATION

**Honours Bachelor of Arts in Information Technology**                      **Graduating May 2024**
York University                                                                                          Toronto, ON

- Received Continuing Student Scholarship (2021-2022) for strong academic performance (GPA: 7.85/9)

## PROFESSIONAL EXPERIENCE

**Records and Data Entry Assistant**                                                       **June 2023 - Present**
York University                                                                                          Toronto, ON

- Spearheaded Grant Clinic progression by consistently updating Grant Clinic Excel spreadsheet containing data about participating professors, their grants, and their peer review status
- Automated peer review email process by creating a website that reads the Grant Clinic Excel spreadsheet to generate 128 unique emails, significantly increasing efficiency and accuracy
- Enhanced OneDrive organization by actively monitoring and uploading professor documents to their designated folders, ensuring accessibility and security
- Streamlined the honorarium payment process by developing and implementing a JavaScript solution that generates a populated ETF form in Google Docs upon Google Form submission

**Warehouse Merchandiser and Purchase Facilitator**                                       **2017 - 2018**
Pacific Candy Distribution Wholesale                                                             Mississauga, ON

- Collaborated with staff and warehouse lead to optimize purchasing processes through efficient scanning and packaging, improving the overall workflow efficiency
- Proactively engaged with customers by regularly recommending products in an accurate, clear, and friendly manner, fostering positive client interactions

## PROJECTS

**Research Commons – Grant Clinic Application | Flask, Python, HTML, CSS, JavaScript**
**Website Link:** https://vivek02rana.pythonanywhere.com/

- Streamlined the email process by implementing a dynamic web page for managing email templates, allowing users to seamlessly view email templates and modify them with input fields
- Automated peer review process by implementing a web page that reads a Word file and an Excel spreadsheet to generate over 100 personalized emails for each reviewer, significantly saving time

## TECHNICAL SKILLS

**Languages:** Python, Java, HTML, CSS, JavaScript, TypeScript, SQL
**Tools:** Git, GitHub, MySQL, Visual Studio Code, IntelliJ IDEA, PyCharm
**Frameworks:** Flask, Angular